

Meeting virtually with your advisor using Microsoft Teams

We've prepared this document to make connecting with us virtually as easy as possible.

Meeting with a desktop or laptop

Open your meeting invitation and select **Join with Microsoft Teams**.

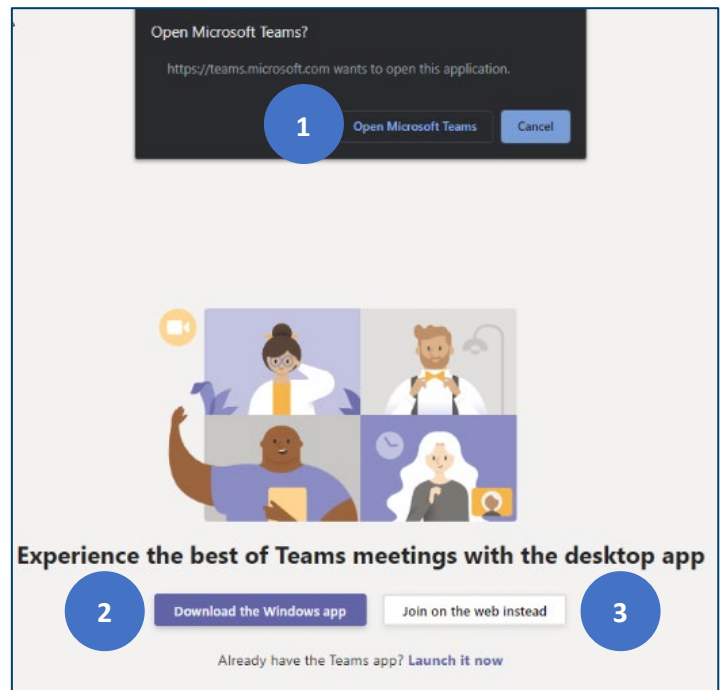
Depending on your browser, you may see the following options:

1. If you have Teams installed, select **Open Microsoft Teams**.
2. If you want to install the Teams app, select **Download the Windows app**. You will need to wait for the app to download and then click **Open** to run the installation.

After you install, you will need to go back to the meeting invitation and click the Join link.

3. If you prefer not to use the Teams app, select **Join on the web instead**.

You will need to use a modern browser such as Chrome or Microsoft Edge – no download required.



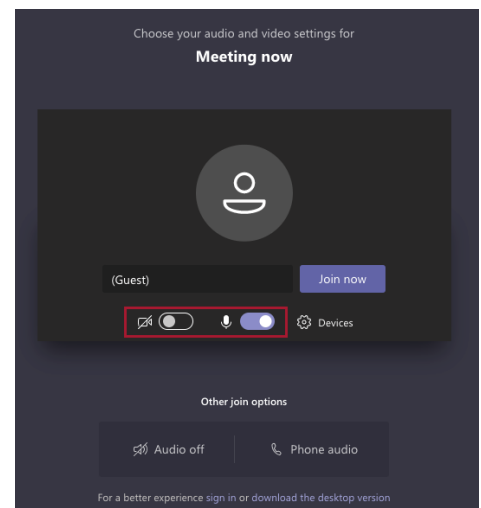
After you select your joining method, you have the option to enable or disable video and audio for your device using the slider controls.

If you plan to dial in to the meeting with your phone, instead of using the microphone and speaker on your computer, turn the microphone slider to “off.”

Click **Join now** to enter the meeting.

Joining with a Mac computer

- For the best experience, download the Teams app to your device and use it to join the meeting.
- Audio/video/sharing features are limited if you join through a browser.

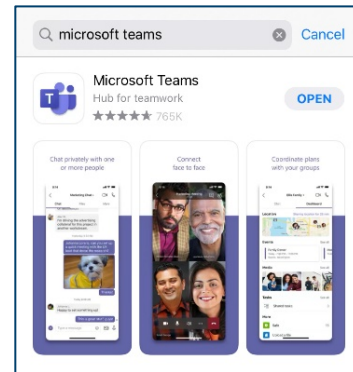


Meeting via mobile device (phone or tablet)

To join a meeting from your phone or tablet, you will need to install the Teams app – a free app that does not require a Microsoft account.

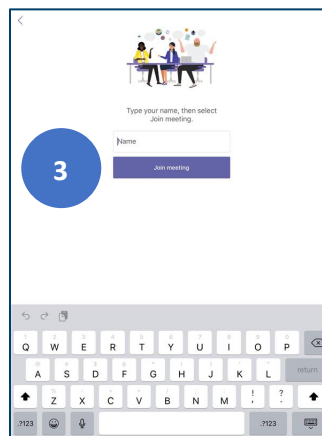
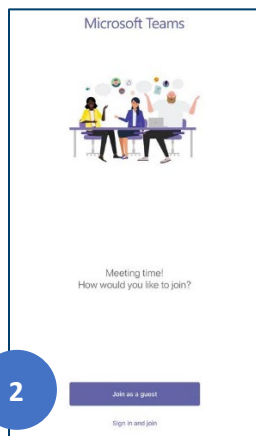
Go to the App store for your device.

1. Search for “Microsoft Teams.”
2. Click **Get/Install**.
3. When you see **Open**, Teams is installed.



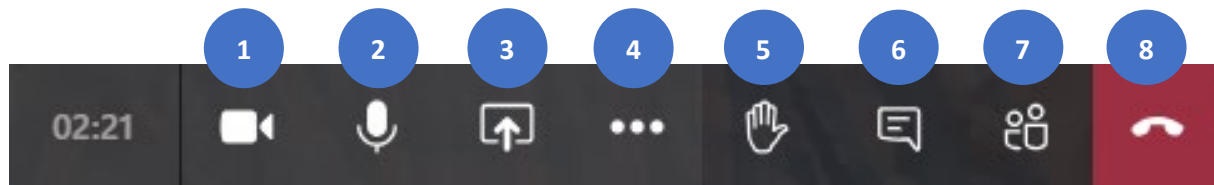
Now you can join a meeting.

1. Open your meeting invitation in your email or calendar and click the link by **Join Microsoft Teams Meeting**.
2. The app will open to a Join window. Click Join as a guest.
3. Type your name and select **Join a meeting**.



Meeting controls

Your meeting controls appear when you move your mouse to the bottom center of the screen.



1. **Video:** Toggle video on and off.
2. **Audio:** Toggle audio on and off (mute).
3. **Share Content:** Share your Desktop or an application
4. **More Options:** Background effects, device settings, live caption and end meeting (host).
5. **Hand:** Raise or lower your hand.
6. **Chat:** Toggle display of Chat pane.
7. **Participants:** Toggle display of Participants pane.
8. **Hang Up:** Leave the meeting.